

**COMMITTEE AND ACTIVITY LIST
2007-2008**

	Chair	Co-Chair	Selling/ Planning Dates	Delivery/ Activity Date	Goal	Responsibilities
Fundraisers	Ways and Means John Lee					The Ways and Means Chair supports the Executive Board and the fundraising chairpersons by providing the strategic direction to optimize the fundraising efforts for the RHS Music Boosters. As such, he defines the strategies and suggests solutions to fund the activities requested by the Directors to support the RHS music program. He identifies potential fundraisers, suggests schedules to maximize impact and minimize conflicts, solicits chairpersons for each fundraiser, tracks progress, suggest solutions to obstacles, ensures documentation is kept of the process, and guides each chairperson (as needed) to lead a fundraiser that successfully achieves its target budget.
All Booster						
Spaghetti Dinner	Carol Freeman	Yvonne Shea	August	17-Aug	\$1,000	plan and execute event - cater, set up, decorate, clean up, collect money, plan spiritwear raffle, plan spiritwear sales
March-a-thon	Scott Schiller	Vacant	June-Sep	5-Sep	\$4,000	plan and execute event - advertize, motivate students, distribute pedometers, collect pledge money
Car Washes	Leo Garcia	Vacant	8-Sep, 12-Apr, 7 Jun	8-Sep, 12-Apr, 7 Jun	\$3,000	plan and execute the event
Pops Concert	Cheryl Ruffa	Vacant	Jan	26-Jan	\$2,500	plan and execute event - cater, set up, decorate, clean up, collect money
Art Auction	Rob and Molly Dice	Christine Danihel	all year	23-Feb	\$4,000	plan and execute the event with Atholton HS Music Boosters
Musical Madness 5K Race	Greg and Maureen Schuler	Vacant	all year	10-May	\$7,500	plan and execute the event - get sponsors, make brochures, market it, plan route, get approvals, a million tiny details

CDs/DVDs	John Lee	Vacant	Mar-Jun	June	\$0	recording, production, mastering, copying, artwork, sales, distribution, sell at cost
Spiritwear	Kathy Carver	Vacant	Summer, Fall	all year	\$500	select items, decide logo, contact vendors, plan venues for selling, determine price points, collect money, deliver merchandise
Shared 40%						
Pizza/Pretzels	Dave and Barb Sherry	Vacant	September	October	\$650	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures
Dinner Raffle	Monta Gordon	Marla Singer Carole Knoblett	Fall, Winter	Mar, Apr	\$3,000	plan and execute the event - decide dates, contact merchants, distribute information, develop a sales pitch to motivate students, collect money, document procedures
Fruit	John Lee	Vacant	Nov, Dec, Jan	Nov, Dec, Jan	\$1,700	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures
Subs	Charlie and Lisa Simmons	David Meiners	Dec, Jan	2-Feb	\$2,700	plan and execute the event - decide dates, contact vendors, distribute information, develop a sales pitch to motivate students, collect money, set up the event, get volunteers, document procedures
Wolfgang Candy	Donna Fenicle	Paula Gallagher	Oct/Nov, Feb/Mar	Nov, Mar	\$1,500	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures

	Chair	Co-Chair	Selling/ Planning Dates	Delivery/ Activity Date	Goal	Responsibilities
Operations	VP - Rob Dice					The Chief of Operations supports the Executive Board and the event/operations chairpersons by coordinating all the non-fundraising events that are sponsored by the RHS Music Boosters. He identifies events, suggests schedules to maximize impact and minimize conflicts, solicits chairpersons for each event, tracks progress, suggest solutions to obstacles, ensures documentation is kept of the process, and guides each chairperson (as needed) to lead an event that successfully achieves its goal.
Administrative						
Advertizing/Patrons / Sponsors	Rob Dice	Vacant	Summer, Fall	Dec, May	\$4,000	develop and execute strategy for sponsors, patrons, ads for programs
Phone Tree	Vacant	Vacant	Fall	ASAP		set up hierarchical list of contacts for all groups, distribute
Webmaster	Jean Higgins	Vacant	All year			maintain Music Booster web site, post timely information, update calendar, evaluate for new information needs
Communications/ Public Relations	Sue Costenbader	Vacant	All year			feeder school liaisons, articles for local newspaper columns, ensure webpages and aliases are taken care of
Volunteers	Donna Fenicle	Vacant	All year			solicit, maintain list, respond to chairpersons' requests for help
Nominating Committee	Vacant	Vacant	Spring	June Booster Meeting - vote		Three member committee to solicit nominations for the 4 positions on the Executive Board - President, Vice President, Secretary, and Treasurer. Slate is presented by May and voted on at the Booster meeting in June.
Scholarship Committee	Vacant	Vacant	Spring	May		Three member committee to solicit applications from Seniors for Booster scholarships. Develop criteria, evaluate applications, present at Awards Banquet

Uniforms	Sally Kelly - marching Shirley Eden - concert Robin Trenner - madrigals	Vacant	Summer, Fall	Summer, Fall		measure and fit students for marching band, and concert season, order dresses, shirts, ties, cummerbunds, collect returnables, inventory, repair, alter, be available during performances for uniform emergencies
Music Events						
Movie Night	Brian Donnelly	Rob Dice	July	6-Jul	\$0	plan and execute the event, get popcorn and snow cone machine, projector, screen, advertize, other food items
Performances	Nikki Brown	Vacant	Dec, May	15-Dec, 19-Dec 6-May, 8-May	\$5,000	stage decorations, stage setup, ticket sales, coordinate programs with Dirs, arrange concessions
Awards Banquet	Chris Mitchell	Sherrie Kirkpatrick	May	14-May	\$0	plan and execute event - cater, set up, decorate, clean up, collect money
Concessions	Stephanie Donnelly	Vacant	Nov, Dec, May	15-Dec, 19-Dec 6-May, 8-May	\$1,000	plan, buy, price, organize volunteers, and sell concessions for All State, Balt Music Festival, others?
Spring Trip	Brian Donnelly	Vacant	Sep-Apr	Apr 24-27		Plan logistics for Spring Trip - buses, hotel, food, activities. Work with treasurer on costs. Go on trip as advance person.
Marching Band Operations						
MB Pit Crew	Brian Donnelly	Vacant	Summer, Fall	Fall		all activities associated with MB, includes T-shirts, truck rentals, pit crew, building props, etc
Color Guard Coordination	Wes & Cathy Alexander	Vacant	Summer, Fall	Fall		sewing uniforms and flags, procuring props
MB Banquet	Bonnie Dorr	Marguerite Summers	November	28-Nov	\$0	plan and execute event - cater, set up, decorate, clean up, collect money
MB Ticket Sales	Stephanie Donnelly	Vacant	Summer, Fall	Fall	\$1,150	Advertize and sell tickets in advance - USSBA does not sell advance tickets to normal shows. We are obligated to buy \$500 and \$650 of tickets for Marine Corps Inv and Nat'l Championships which we must sell for those 2 events only